

**A SUBSTITUTE RESOLUTION  
BY TRANSPORTATION COMMITTEE**

**A SUBSTITUTE RESOLUTION ESTABLISHING THE COMPENSATION LIMIT FOR INTERNATIONAL AVIATION CONSULTANTS, LLC, UNDER CONTRACT NO. FC-7068-99, PROGRAM MANAGEMENT SERVICES FOR THE FIFTH AND FINAL YEAR OF THE FIRST FIVE YEAR RENEWAL TERM, IN AN AMOUNT NOT TO EXCEED \$18,000,000; TO BE PAID FROM VARIOUS ACCOUNTS HEREIN.**

**WHEREAS**, the City of Atlanta (the "City") entered into Contract No. FC-7068-99 with International Aviation Consultants ("IAC") for Program Management Services, for the Hartsfield-Jackson Development Program, "Focus on the Future" pursuant to authorizing Resolution No. 99-R-1805 adopted by City Council on December 6, 1999 and approved by the Mayor on December 15, 1999, for an initial five-year term commencing on the date of execution of the Contract which occurred on February 1, 2000; and

**WHEREAS**, the City exercised its sole discretion to renew the Contract for an additional five year term beginning February 1, 2005, pursuant to authorizing Resolution 04-R-2220, adopted by the City Council on December 6, 2004 and approved by the Mayor in December 2004; and

**WHEREAS**, the Contract requires the annual establishment of its compensation limit by the Aviation General Manager; and

**WHEREAS**, it is now necessary to approve the compensation limit for the fifth and final year of the first five year renewal.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA**, that the compensation limits for the fifth and final year of the first five year renewal term with International Aviation Consultants, LLC for Contract No. FC-7068-99, Program Management Services for the Hartsfield Jackson Development Program is established in an amount not to exceed \$18,000,000.

**BE IT FINALLY RESOLVED** that all compensation will be charged to and paid from PTAE0 (\$12,575,000): 18102839 (Capital Design & MGMT/PG) Task 102 550291249 (DOA R N E 9999) 5212001 (Consulting/Professional Services) and FDOA 5502 (Airport Renewal & Extension) 180201 (DOA Capital Plan & Development) 5212001 (Consulting/Professional Services) 7563000 (Airport) 102839 (Capital Design & MGMT/PG) 91249 (DOA R N E 9999) 0000 (DEFAULT) 00000000 (DEFAULT) 00000000 (DEFAULT); to be paid from PTAE0 (\$2,400,000) 18102839 (Capital Design & MGMT/PG) Task XXX (New Task) 550591336 (DOA PFC Revenue 96AA) 5212001 (Consulting/Professional Services)

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**Part II: Legislative White Paper:** (This portion of the Legislative Request Form will be shared with City Council members and staff)

**A. To be completed by Legislative Counsel:**

**Committee of Purview:**

**Caption:**

**Council Meeting Date:**

**Requesting Dept.:**

**FAC Confirmed by:**

**B. To be completed by the department:**

**1. Please provide a summary of the purpose of this legislation (Justification Statement).**

The purpose of this legislation is to establish the Calendar Year  
2009 Compensation limit for IAC

**2. Please provide background information regarding this legislation.**

The City of Atlanta (the "City") and Consultant, entered into Contract No. FC-7068-99 with International Aviation Consultants, LLC (IAC/Consultants), for Program Management Services, for the Hartsfield-Jackson Development Program, "Focus on the Future" pursuant to authorizing Resolution No. 99R-1805 adopted December 6, 1999 and approved by the Mayor on December 15, 1999, for an initial five-year term commencing on the date of execution of the Contract which occurred on February 1, 2000.

The City exercised its sole discretion to renew the Contract for an additional five (5) year term beginning February 1, 2005, pursuant to authorizing Resolution 04-R-2220, adopted December 6, 2004 and approved by the Mayor in December 2004.

The Contract requires that the compensation limits shall be established annually by the Aviation General Manager upon approval of the City Council.

It is now necessary to approve the compensation limit for the fifth and final year of the first five (5) year renewal Contract term, as set forth herein.

**3. If Applicable/Known:**

(a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** Professional Service

- (b) Source Selection:
- (c) Bids/Proposals Due:
- (d) Invitations Issued:
- (e) Number of Bids:
- (f) Proposals Received:
- (g) Bidders/Proponents:
- (h) Term of Contract:

4. Fund Account Center (*Ex. Name and number*):

TO BE PAID FROM PTEAO (\$12,575,000): 18102839 (CAPITAL DESIGN & MGMT/PG) TASK 102 550291249 (DOA R N E 9999) 5212001 (CONSULTING/PROF SERVICES) AND FDOA 5502 (AIRPORT RENEWAL & EXTEN.) 180201 (DOA CAPITAL PLAN & DEVELOPMENT) 5212001 (CONSULTING/PROF SERV) 7563000 (AIRPORT) 102839 (CAPITAL DESIGN & MGMT/PG) 91249 (DOA R N E 9999) 0000 (DEFAULT) 000000000 (DEFAULT) 000000000 (DEFAULT); TO BE PAID FROM PTEAO (\$2,400,000) 18102839 (CAPITAL DESIGN & MGMT/PG) TASK XXX (NEW TASK) 550591336 (DOA PFC REVENUE 96AA) 5212001 (CONSULTING/PROF SERV) AND FDOA 5505 (AIRPORT PFC FUND) 180201 (DOA CAPITAL PLANNING & DEVELOPMENT) 5212001 (CONSULTING/PROF. SERVICES) 7563000 (AIRPORT) 102839 (CAPITAL DESIGN & MGMT/PG) 91336 (DOA PFC REVENUE 96AA) 0000 (DEFAULT) 000000000 (DEFAULT) 000000000 (DEFAULT); TO BE PAID FROM PTEAO (\$1,550,000) 18102839 (CAPITAL DESIGN & MGMT/PG) TASK XXX (NEW TASK) 550721358 (DOA 204 A N B REV 93CL) 5212001 (CONSULTING/PROF. SERVICES) AND FDOA 5507 (2004 AIRPORT REV BOND FUND) 180201 (DOA CAPITAL PLANNING & DEVELOPMENT) 5212001 (CONSULTING/PROF. SERV) 7563000 (AIRPORT) 102839 (CAPITAL DESIGN & MGMT/PG) 21358 (DOA 204 A N B REV 93CL) 0000 (DEFAULT) 000000000 (DEFAULT) 000000000 (DEFAULT); TO BE PAID FROM PTEAO (\$1,475,000) 18102839 (CAPITAL DESIGN & MGMT/PG) TASK XXX (NEW TASK) 551821381 (DOA 2006 CONRAC 93CU) 5212001 (CONSULTING/PROF SERV) AND FDOA 5518 (2006 AIRPORT CONRAC BOND FUND) 180201 (DOA CAPITAL PLANNING & DEVELOPMENT) 5212001 (CONSULTING/PROF. SERVICES) 7563000 (AIRPORT) 102839 (CAPITAL DESIGN & MGMT/PG) 21381 (DOA 2006 CONRAC 93CU) 0000 (DEFAULT) 000000000 (DEFAULT) 000000000 (DEFAULT).

5. Source of Funds: *Example: Local Assistance Grant* City Contribution

6. Fiscal Impact: \$18,000,000

*Example: This legislation will result in a reduction in the amount of \_\_\_\_\_ to Fund Account Center Number \_\_\_\_\_.*

7. Method of Cost Recovery: Reimbursed through project funds (PFC's, GARBS, Grants)

*Examples:*

- a. *Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.*

- b. Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.***

**This Legislative Request Form Was Prepared By: Del Chambers-Grubb**

Any changes in the staffing of the Program Management Team will require written notification to the CITY and the CITY's written approval of the replacement.

54     **SCOPE OF SERVICES.** The CONSULTANT will support the implementation of the HAIA Development Program and will assist the DOA staff in establishing, directing, and controlling the various tasks required to complete the HAIA Development Program. The CONSULTANT will assist the DOA in the areas of program management, planning and design coordination, project controls, contracts and contract administration, construction administration, public outreach and other matters as directed by the DOA.

55     **WORK AUTHORIZATIONS.**  
Work Authorizations shall be utilized by the CITY to assign work to be performed under the terms and conditions of this Contract. All work performed pursuant to Work Authorizations shall be paid pursuant to Exhibit C; Compensation, as part of the annually appropriated budget.

56     **SERVICES PROVIDED.** All services may be performed at the direction of the DOA's designated representative. The statement of work is intended to include a broad range of services and activities that may be performed over a number of years at the DOA's discretion in order to meet the DOA's needs in implementing its Master Plan. Any agreement for these services may be nonexclusive. The CITY shall determine any work to be performed. CONSULTANT and CITY agree that the



Scope of Services does not delineate every detail and minor work task required to be performed to complete the Program.

56.01 The services of the CONSULTANT shall generally consist of performing program management and project oversight services related to the planning, design, and construction of the HAIA development projects. The CONSULTANT's services shall be available for the duration of the HAIA Program.

56.02 The CONSULTANT shall report directly to the General Manager and shall provide support, as required, in administering and managing the Program. The CONSULTANT shall plan, coordinate, schedule and monitor the planning, design, and construction phases of the Program as requested and approved by the General Manager. The CONSULTANT's oversight services shall typically include monitoring all Program elements, as approved by the General Manager, and advising the General Manager of project issues and project status as required to ensure the timely completion of the Program objectives, as approved by the General Manager. The CONSULTANT's designated Program Manager shall be assigned to the Program on a full time basis.

57 **TASKS.** Tasks to be performed by the CONSULTANT for the Program may include, but not be limited to the following:

**57.01 Task A - Program & Contract Administration**

**57.01.00.01 Develop and implement administrative and technical control procedures.** The CONSULTANT shall develop and maintain appropriate administrative and technical control procedures. These may include, but not be limited to the following:

57.01.00.01.01 Data management, including the development and maintenance of an information system, which will incorporate appropriate scope,

- budgets, schedule control, performance management and resource distribution data using Microsoft and/or Primavera software compatible with existing DOA systems.
- 57.01.00.01.02 Budget request review including a feasibility review of the Program budget and the preparation of an annual and long-term budget for the Program.
- 57.01.00.01.03 Invoicing: The CONSULTANT shall review and process invoices submitted by other consultants and subconsultants performing services for the Program, as required.
- 57.01.00.01.04 Assure Program compliance with federal, state, and local regulations.
- 57.01.00.01.05 Assist in identifying and maintaining documentation on federally funded projects (AIP, PFC, etc.).
- 57.01.00.01.06 An important DOA objective is to foster MBE/WBE participation. The CONSULTANT shall assist in developing strategies for meeting this objective and monitor the results of this effort to ensure CITY's participation goals are met by helping to define opportunities for minority participation. As part of the Contract Administration, the CONSULTANT will coordinate with the Office of Contract Compliance to insure that participation goals are met.
- 57.01.00.01.07 Facilitate effective communication and team

work with other members of the Program Management team.

## **57.02 Task B - Program Controls**

**57.02.00.01 Develop and implement a document control system:** The CONSULTANT shall develop a new or modify the existing document tracking and control system for all drawings, submittals, contract documents, operating manuals and correspondence; and shall develop and maintain a resource library of relevant information on the various Program elements.

57.02.00.01.01 CONSULTANT's services will include the set-up, maintenance and operation of a central Document Control Facility. Project documentation will be used to support administrative review, historical reference, audit, and possible legal actions. The Document Control system must facilitate the storage and timely retrieval of this documentation. The CONSULTANT is responsible for identifying, categorizing and organizing all documents and maintaining an on-site technical resource library and operating a Mail Room service for central receiving, distribution and high volume mailing.

57.02.00.01.02 Original copies of correspondence are to be initially maintained at an Airport site to provide for convenient retrieval. After a period of one year, upon completion of a specific project, documents are to be stored off site at a location

determined by the CITY. The CONSULTANT is responsible for maintaining on-site copies of all documentation, as well as overseeing the transport of documents for off-site archiving at a location selected by the CITY. CONSULTANT shall also coordinate with planning, design and support departments, as necessary, to facilitate the review, coordination, and control of CONSULTANT submittals.

57.02.00.02 **Computer Networks/Communications Systems:** The CONSULTANT shall provide support to the existing computers and future systems in use at the DOA. The CONSULTANT may be asked to evaluate the existing network, and make and implement recommendations as required to improve the existing system or establish new network systems.

DOA's existing Computer Networks/ Communications Systems consist of the following:

Local area network (LAN)

As many as 300 personal computers (IBM compatible) are linked via a Windows NT Network. Software used by the Project staff is designed to efficiently support management related functions, such as scheduling, budgeting, cost control, document control, earned value, manual and report preparation, presentation graphics, word processing, electronic mail, and calendar management. Systems currently implemented include:

- Primavera -Used for developing the master schedule as well as earned value analyses and short term scheduling studies.

Also, used to monitor CONSULTANT construction progress.

- Oracle/MS Access -Used for the creation, maintenance and related reporting concerning all Project database applications.
- MS Word -Used for the preparation of documents, manuals, and reports.
- MS Excel -Used for budgeting, cost forecasting, earned value as well as for large scale cost models required to perform financial analysis.
- Powerpoint -This application is used to design charts for various manuals, presentations, and reports.
- MS Outlook -Used to coordinate meetings, conference rooms, vehicles, and office equipment.
- Oracle Financials – The CONSULTANT will be required to install, configure and maintain a financial accounting system based on Oracle Corporation financial application utilizing Sun Microsystems computer platforms and Oracle financial software. Modules to be implemented include; but are not limited to:
  - Oracle Public Sector General Ledger;
  - Oracle Public Sector Accounts Receivable;
  - Oracle Public Sector Accounts Payable;
  - Oracle Public Sector Purchasing;
  - Oracle Fixed Assets;
  - Oracle Project Costing;

shall submit a draft report identifying the proposed system, and its capabilities to the CITY. The CONSULTANT shall make those modifications as requested by the CITY, modify the report, and submit it as final, prior to implementing the system.

**57.06 Program Reviews and Reporting** - The CONSULTANT shall schedule regular Program review status meetings, and assist and advise the General Manager in conducting such meetings. The CONSULTANT shall also prepare reports on a regular basis on the overall schedule and budget status of the Program.

**57.07 Third Party Coordination** – The CONSULTANT shall coordinate the efforts and elements of the Program with airlines, state and federal agencies, other Airport tenants and Airport operations personnel, as required for implementation of the Program. The CONSULTANT shall monitor all tenant design and construction activities, as required, and shall assess the impact of this work on other Program projects or elements.

**57.08 Program Implementation** - In coordination with the Bureau of Purchasing and Real Estate, the CONSULTANT shall assist in the development of RFI/RFQ/RFP and contract documents, contract packaging, pre-proposal conferences, proposal solicitation and evaluation and negotiations for retention of professional, technical and advisory service firms for performance of services related to various portions of the Program, as required.

**57.09 Task C - Program Development and Program Management**

**57.09.00.01 Develop Integrated Program** - The CONSULTANT shall prepare a detailed scope of work for all Hartsfield Development Program activities as requested by the General Manager. This shall include a detailed phasing plan that addresses the interactions of all CITY and CONSULTANT

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design/construction activities and components (including consultants, contractors, vendors and suppliers and their respective implementation activities). This phasing plan shall reflect all Airport operational and scheduling requirements.

57.09.00.02 On-going review of Concept Design Development - The CONSULTANT shall review the conceptual design development for various projects under the Program, based upon specified functional criteria and CITY requirements.

57.09.00.03 Program Oversight – the CONSULTANT shall monitor and review the planning and design activities for the Program. This shall include oversight of the activities of all parties, identifying critical issues and recommending to the General Manager specific solutions to address those issues in order to maintain the Program schedule and budget.

57.09.00.04 Program Management - The CONSULTANT shall provide qualified project Managers to be assigned to specific projects as required by DOA. Project managers will be responsible for insuring the coordination of all services required to plan, design and construct the project in accordance with the budget and schedule.

57.09.00.05 Constructibility Reviews: The CONSULTANT shall conduct feasibility and constructibility reviews as required by DOA.

#### **57.10 Task D - Technical Analysis/Support**

57.10.00.01 Program Issues - The CONSULTANT shall identify the relationship between ongoing CITY and tenant studies and propose additional studies as required to define design program criteria.



- 57.10.00.02 Special Study Tasks - The CONSULTANT shall develop and support additional data gathering efforts and special studies including, but not limited to: utility infrastructure, computer modeling/simulations, mitigation programs, land banking strategies, and others upon request of DOA.
- 57.10.00.03 Financial/Economic Analysis – The CONSULTANT shall conduct various financial analyses such as feasibility assessments, cost/benefit analyses, economic impact analyses. The CONSULTANT may also participate in the analysis of any innovative financing studies such as privatization proposals or other financial alternatives, including risk analysis.
- 57.10.00.04 Environmental Issues - The CONSULTANT shall assist in the coordination and oversight of any environmental assessment or impact statement efforts required for the Program, as requested by the CITY. The CONSULTANT shall develop a program and schedule for obtaining all regulatory permits and approvals, including interagency and municipal coordination, environmental permits and land use approvals from all relevant local, state and federal regulatory agencies. This program must be fully integrated into the other areas of the Program, particularly public outreach and land acquisition.
- 57.10.00.05 Construction staging - The CONSULTANT shall develop and review staging of construction for all elements of the Program.
- 57.10.00.06 Regional Data Gathering and Analyses - The CONSULTANT shall develop and conduct traffic survey program, and develop projections of future demographics, growth forecasts and traffic patterns, including origin and destination data, as required by

DOA. The CONSULTANT shall coordinate, manage and conduct analyses of the existing Airport facilities to address operational traffic flow issues and anticipate issues that may arise during the Program planning. Issues associated with this task may include: traffic management plans, coordination of High Occupancy Vehicle studies and the coordination and implementation of a Transportation System Management Plan; monitoring existing traffic and forecast demands, coordinating and integrating any plans of the Georgia Department of Transportation or MARTA.

#### **57.11 Task E - Design Coordination/Management**

The CONSULTANT shall provide the following design coordination and management services:

- 57.11.00.01 Develop Design Guidelines and Standards.
- 57.11.00.02 Establish Schedules for Design Activities.
- 57.11.00.03 Prepare work scopes for individual projects.
- 57.11.00.04 Identify and resolve functional, operational, and maintenance issues.
- 57.11.00.05 Develop staging and phasing, traffic control, and safety plans.
- 57.11.00.06 Assist DOA in selecting the most cost effective design alternatives.
- 57.11.00.07 Monitoring Design documents, during the Design Phases and verify progress status.
- 57.11.00.08 Monitor, document, and report on construction progress.
- 57.11.00.09 Develop and implement procedures for responding to RFIs.

57.11.00.10 Prepare comprehensive Quality Assurance Program for all projects.

57.11.00.11 Develop a system for tracking payment requests from Consultants and invoices from consultants and other agencies.

57.11.00.12 Assure all required warranties, guarantees, Operations and Management manuals, and spare parts/stock are provided to the DOA.

57.11.00.13 Assist DOA in project close out activities.

**57.12 Task F - Public Outreach Services**

57.12.00.01 The CONSULTANT shall assist DOA staff in developing public information and community outreach programs for local and state officials, air passengers, employees, tenants and the local community during all phases of the Program. Possible tasks include: developing, designing, producing and distributing printed materials; creating displays and presentations; setting up public forums and other special events; participating in briefing sessions; and establishing and maintaining computerized files documenting all public outreach efforts.

57.12.00.02 The CONSULTANT shall assist in responding to inquiries and comments from the general public, community groups, local and state elected and appointed officials as well as establish a file of all correspondence relating to such inquiries and comments.

57.12.00.03 CONSULTANT shall ensure that all of its employees have proper security identification badges issued by CITY, or must be accompanied by a person displaying a security identification

display area badge issued by CITY.

58 **SCOPE OF SERVICES TO BE PROVIDED BY OTHERS.** The CITY will obtain services, under separate contracts, from a variety of consultant resources and services including, but not limited to the following:

- Construction Management (CM).
- Architectural and Engineering firms to provide design and engineering services for the Program.
- Construction Field Supervision and Inspection Services for the Program.
- Testing and Quality Assurance/Quality Control Consultants as required to ensure the integrity of the design and construction for the Program.
- Environmental Consultants.
- Planning Consultants.
- Land Acquisition/Noise Mitigation Specialty Consultants.

The Program Manager will assist the DOA in providing schedules, project controls, coordination of technical work, and management oversight of these consultant teams, as requested.

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: Anita Williams

Contact Number: 404-530-6600

Originating Department: Aviation

Committee(s) of Purview: Transportation

Chief of Staff Deadline: 11/26/08

Anticipated Committee Meeting Date(s): 12/10/08

Anticipated Full Council Date: 01/05/09

Commissioner Signature: 

Chief Procurement Officer Signature: 

**CAPTION**

A RESOLUTION ESTABLISHING THE COMPENSATION LIMIT FOR INTERNATIONAL AVIATION CONSULTANTS, LLC, UNDER CONTRACT NO. FC-7068-99, PROGRAM MANAGEMENT SERVICES FOR THE FIFTH AND FINAL YEAR OF THE FIRST FIVE YEAR RENEWAL TERM, IN AN AMOUNT NOT TO EXCEED \$18,000,000; TO BE PAID FROM VARIOUS ACCOUNTS HEREIN.

FINANCIAL IMPACT (if any) \$18,000,000

Mayor's Staff Only

Received by CPO: \_\_\_\_\_ Received by LC from CPO: \_\_\_\_\_  
(date) (date)

Received by Mayor's Office: 11.24.08 Reviewed by: 11/26/08 Ae  
(date) (date)

Submitted to Council: \_\_\_\_\_  
(date)